


<div>State of Tennessee</div> <div></div> <div>Department of State Division of Charitable Solicitations & Gaming William R. Snodgrass Tennessee Tower 312 Eighth Avenue North, 8th Floor Nashville, TN 37243 (615) 741-2555 / (615) 253-5173 (fax)</div>		<div>WARNING: False or misleading statements Subject to maximum \$5,000 penalty. T.C.A. §48-101-514</div>	<div>OFFICE USE ONLY</div> <div>Date Stamped</div>
<div>SUMMARY OF FINANCIAL ACTIVITIES OF A PROFESSIONAL SOLICITOR FOR A SOLICITATION CAMPAIGN</div>			
<div>INSTRUCTIONS:</div> <p>Professional solicitors must use this form to report financial activities for each individual solicitation campaign conducted for a charitable organization. This financial report shall be filed with the Secretary of State not more than ninety (90) days after a solicitation campaign has ended or ninety (90) days after the end of the fiscal year end of any solicitation campaign that lasts more than one (1) year. If the solicitation campaign is conducted nationally or regionally and is not confined only to this state, the financial information required to be filed shall be inclusive of the national or regional campaign.</p> <p>A professional solicitor that receives donations on behalf of a charitable organization, has access to the funds raised and/or has any authority over a charitable organization's bank accounts shall file with the report an audit conducted by an independent certified public accountant.</p>			
<div>NAME OF PROFESSIONAL SOLICITOR: _____ Name used during Campaign (if different from above) _____</div>		<div>PSID#:</div>	
<div>NAME OF CHARITABLE ORGANIZATION ON WHOSE BEHALF THE CAMPAIGN WAS CONDUCTED: _____</div>		<div>COID#:</div>	
<div>CAMPAIGN PERIOD: Beginning _____ Ending _____ MONTH DAY YEAR MONTH DAY YEAR</div>		<div>CAMPAIGN#:</div>	

GROSS REVENUE FROM CAMPAIGN:

Telemarketing\$ _____
Direct Mail\$ _____
Door-to-Door\$ _____
Thrift Store\$ _____
Internet Fundraising\$ _____
Other\$ _____

TOTAL CAMPAIGN RECEIPTS:\$ _____

EXPENDITURES:

Attach an itemized list of all expenses

TOTAL CAMPAIGN EXPENDITURES.....\$ _____

RECEIPTS PAID TO/RETAINED BY CHARITABLE ORGANIZATION.....\$ _____

1. Did the Charitable Organization pay for any campaign expenses from the amount of receipts shown to have been paid to/or retained by them.
Yes _____ Amount \$ _____ No _____
2. If there is a "Remainder or Deficit," attach a detailed explanation. The explanation should include: how the remaining funds will be divided; how the debts of the campaign will be settled; and what the responsibility of the charitable organization is regarding campaign payables.
Explanation attached _____ N/A _____
3. Is the audited financial report of the solicitation attached?
Yes _____ No _____ N/A _____

SIGNATURE SECTION

This report must be signed by an authorized official of the professional solicitor and two (2) authorized officials of the charitable organization.

I / we certify that the information furnished in this financial report and all continuation sheets is true and correct to the best of my / our knowledge. **This form must be signed in the presence of a Notary.**

Notary Seal

Sworn to and Subscribed before me at:

Signature of Authorized Officer of Professional Solicitor

City / State

Print Name

This _____ day of _____, 200____.

Title

Notary Signature

Date

My commission expires: _____

Notary Seal

Sworn to and Subscribed before me at:

Signature of Authorized Officer of Charitable Organization

City / State

Print Name

This _____ day of _____, 200____.

Title

Notary Signature

Date

My commission expires: _____

Notary Seal

Sworn to and Subscribed before me at:

Signature of Authorized Officer of Charitable Organization

City / State

Print Name

This _____ day of _____, 200____.

Title

Notary Signature

Date

My commission expires: _____